



**Secretary of State**  
Business Programs Division

1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor  
P.O. Box 944260  
Sacramento, CA 94244-2600

Certification and Records  
(916) 657-5448

## BUSINESS ENTITIES RECORDS ORDER FORM

To obtain information relating to a business entity of record with the Secretary of State, complete both pages of this order form, attach a check made payable to the Secretary of State for the appropriate amount or an amount "not to exceed" a specified amount written below the amount payable line, and submit your request:

- By mail, along with a self-addressed envelope, to Secretary of State, Certification and Records, 1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814. Please refer to [Business Entities Mail Processing Times](#) for current mail processing times.
- In person, to the Secretary of State's office in Sacramento. A special handling fee of \$10.00 per entity is applicable for any information requested over the counter except status reports. In addition, Corporate Status Reports and Certificates of Status (of corporations in good standing) can be obtained over the counter at any of the Secretary of State's regional office locations. Please refer to [Contact Information](#) for regional office locations and addresses.

REQUESTOR'S INFORMATION		
YOUR NAME:		
FIRM NAME, IF ANY:		
ADDRESS:		
CITY/STATE/ZIP:		
TELEPHONE #:		FAX #:
ENTITY NAME (If known, also include the entity file number.)		
<hr/>		
THE SPACE BELOW IS RESERVED FOR OFFICE USE ONLY		
	Affix Cert. & Seal	\$ _____
	Making first page	\$ _____
	Making additional pages	\$ _____
	Certificate of	\$ _____
	Status Inquiry	\$ _____
	Statement of Information	\$ _____
	U.S. Fax	\$ _____
	Other	\$ _____
	Special Handling	\$ _____
	TOTAL AMOUNT DUE	
TOTAL AMOUNT REC'D		\$ _____
REFUND AMOUNT		\$ _____
BALANCE DUE		\$ _____
THIS SPACE FOR OFFICE USE ONLY		

<b>ENTITY NAME</b> (If known, also include the entity file number.)		
<b>ENTITY TYPE</b> (Select the applicable entity type. <b>CHECK ONLY ONE BOX.</b> )		
<input type="checkbox"/> CORPORATION (CORP)	<input type="checkbox"/> LIMITED PARTNERSHIP	<input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC)	<input type="checkbox"/> GENERAL PARTNERSHIP	<input type="checkbox"/> OTHER _____ <small style="display: block; text-align: right;">Enter the other entity type.</small>
<b>COPY REQUESTS</b>		
<p><b>PLAIN (UNCERTIFIED) COPIES:</b> \$1.00 for the first page and \$0.50 for each additional page; and</p> <p><b>CERTIFIED COPIES:</b> \$1.00 for the first page, \$0.50 for each additional page <b>AND</b> \$5.00 certification fee per document.</p> <p>If the number of pages is unknown when ordering copies, you may send either a check in the amount of \$20.00 per entity (refunds will be issued for amounts over \$5.00) or a blank check with a not to exceed amount written below the payment line (e.g., "NOT TO EXCEED \$20.00"). A notice will be included with the order indicating the amount for which the check was completed. If the fees provided are insufficient, a fee letter indicating the total amount due will be sent to the requestor. The order will be completed upon receipt of the total fees.</p>		
<input type="checkbox"/> COPY OF <b>ALL</b> DOCUMENTS OF RECORD (e.g., initial filing, amendments, statements, etc.) .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF INITIAL FORMATION/REGISTRATION DOCUMENT .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF ALL AMENDMENT DOCUMENTS .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF _____ <small style="display: block; text-align: right;">Enter the title of the document and, if known, the file date and/or document number.</small>	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<b>CORP &amp; LLC ONLY:</b>		
<input type="checkbox"/> COPY OF <b>ALL</b> STATEMENT OF INFORMATION DOCUMENTS OF RECORD .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF MOST RECENT STATEMENT OF INFORMATION (complete or no change) .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF LAST COMPLETE STATEMENT OF INFORMATION .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF LAST NO CHANGE STATEMENT OF INFORMATION .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<b>PUBLICLY TRADED CORP ONLY:</b>		
<input type="checkbox"/> COPY OF <b>ALL</b> CORPORATE DISCLOSURE STATEMENT DOCUMENTS OF RECORD .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<input type="checkbox"/> COPY OF MOST RECENT CORPORATE DISCLOSURE STATEMENT .....	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies
<small>Please note: A "certified" copy of a Corporate Disclosure Statement filed prior to September 28, 2004 will include the Statement of Information that was filed together with that document.</small>		
<b>STATUS REPORTS – \$4.00 Each</b>		
<small>Includes the complete entity name, file number, status, jurisdiction, and address(es); and when applicable, name and address of principal member/manager/officer, name and address of agent for service of process and type of business.</small>		
<input type="checkbox"/> STATUS REPORT .....	<input type="checkbox"/> Report(s)	
<b>CERTIFICATES – \$5.00 Each</b>		
<input type="checkbox"/> CERTIFICATE OF STATUS (e.g., good standing, suspended, forfeited, dissolved, cancelled, etc.) .....	<input type="checkbox"/> Certificate(s)	
<input type="checkbox"/> CERTIFICATE OF FILING OF _____ <small style="display: block; text-align: right;">Enter the title of the document and, if known, the file date and/or document number.</small>	<input type="checkbox"/> Certificate(s)	
<input type="checkbox"/> CERTIFICATE OF NONFILING .....	<input type="checkbox"/> Certificate(s)	
<input type="checkbox"/> CERTIFICATE OF LISTING (\$5.00 for each document listed) .....	<input type="checkbox"/> Certificate(s)	
<b>FAX RETURN OF COPIES, STATUS REPORTS AND/OR CERTIFICATES</b>		
<input type="checkbox"/> DOMESTIC FAX (transmitted within the United States)..... \$5.00 per document		
<input type="checkbox"/> INTERNATIONAL FAX (transmitted without the United States).....\$10.00 for the first page and \$5.00 for each additional page		
<b>SPECIAL HANDLING – IN PERSON DELIVERY ONLY</b>		
<input type="checkbox"/> SPECIAL HANDLING FEE (not applicable for orders submitted by mail) .....\$10.00 per entity		